

**Billings Parking Board
Meeting Minutes
December 13, 2023 @ 1:00**

Board Member Present in person: Brandon Scala, Jim Hauck, Todd Morgan, Jennifer Webber, Thom Greenwood, Thom MacLean, Peter Sanderson, Larry Mathew

Ad Hoc Board Member Present: Memet Casey

Board Members Absent: Mark Kary

Guest: Sean Lynch

City Staff Present: Tracy Scott and Brienne Logan

Call to Order: Brandon called the meeting to order at 1:00 pm

Minutes: Audio recording of minutes, but no written minutes.

Reports:

- **Monthly Reports (December 2023)**

Tracy presented the September report. There was an increase of 20 spaces from August. There has been no change in the lots. The Park 2 total had dropped because of an audit that was done. Increase in cash sales for validations and hourly revenue of about 9%. Monthly parking has had a 4% increase. The numbers might seem skewed because it depends on when we get the big payment from the Double Tree.

- **Operating Report (December 2023)**

Tracy said the TIF transfer was at \$130,000. Have received the \$100k, have not received \$30, which was represented in the packet as a negative. Licenses and permits are down a little over \$2,000. She does not know why permits are down since Joanne deals with delivery permits. Permits will go up to \$25 in July 2024 and then another \$25 in 2025. Fines and forfeits are down \$610. Jim talked about investment earnings. A year ago, interest rates were low, so we had a loss. Now things are up and doing much better. Miscellaneous amounts are items like restitution payments that aren't budgeted for. Personal Services are down over \$75,000 due to being down 2 employees for a considerable amount of time. We are down 1 employee that will not be replaced. Operations and maintenance, \$41,000 increase from last year. Capital for \$27,955 is for a new enforcement vehicle that we just received. We will be receiving another

enforcement vehicle. Vehicles included in the Equipment Replacement Plan. Debt service we are about \$10,000 less than we were this time last year.

- Credit Card Analyze Report/PBP Report (December 2023)
PayByPhone was steady in August, a loss in September, and an increase in October. It decreased quite a bit in November.

Downtown Alliance Report

Mehmet reported Harvest Fest yielded the highest number of vendors in its history. There were more floats in the Holiday Parade than in the past 10 years. They had a good turnout for the Holiday Stroll as there was much better weather than last year. No events until February or March. Yesteryears is relocating to the Hart Albin building February 2024. They are hoping to start construction Spring of 2025. The idea is to possibly have someone move into Yesteryears' current location in the meantime between them moving out and the new building's construction to deter illegal activity. Hearing a lot of positive feedback about free parking during the holidays.

Discussion Items

- Sean Lynch (Pub Station) Renting Parking Lot by Skate Park Summer 2024
Sean proposed renting the parking lot by the Skate Park for \$1,000/month June, July, August, and half of September 2024 for Downtown Summer Sounds. Zoo Montana was used previously for the concerts. The last time he had a concert there it was about 6,000 tickets. He wants it to be a destination location for concerts. Sean is planning on holding 6 to 8 concerts at this location with vendors onsite as well. He is proposing giving \$2/ticket to Parks and \$1/ticket to the BID. There was a comment about looking into grants to make it a more usable space for the community; possibly planting foliage/trees, A motion was made to lease the lot to Sean for \$1000/month with \$500 included for September on the premise that he gives \$2/ticket to Parks and \$1/ticket to the BIP. Discussion. All in favor.
- Free Holiday Parking
There was an estimated \$39,000 in lost revenue from the free parking during the holiday season. When we had the \$30,000 it was COVID numbers. The free parking is a good thing to do for the downtown area but becomes challenging for staff. Some discussion about adjusting the Free Holiday parking in the future. The DBA uses TIF money to pay for the free parking.
- Increasing Length of Time for Board Meetings
There was discussion about making Parking Board meetings longer.

Agenda/Action Items

- New Online Payment / Appeal Option

Parking now offers an online option to pay for or appeal parking tickets. These new programs will improve office efficiency. Appealing requires a login to be created. Paying citations requires a citation or plate number to be entered.

- Potential Downtown Development

Randy Hafer talked to Tracy about the parking situation downtown as to whether we would be able to accommodate parking for approximately 120 vehicles. Tracy, at the time, told him she thought we could, but things could change. There was discussion about the availability of parking spaces downtown. Tracy mentioned that when COVID hit, people started working remotely, so there are spots that appear to be open in the garages, but those people are still paying for those spots, and if they decide to go back to the office, the garages will be full. Discussion about the possibility of some 10-minute parking spots by the new apartment buildings for tenants to load/unload. It was reported that the 10-minute parking zone at the McDonald Building are being abused. Tracy suggested having our evening staff monitor the area and issue citations when needed.

- Parking Garage Condition Audit

The condition audit is planned for Jan 13-15th 2024.

- Special Parking Application

- Brad McCall or Dennis Randall @ 1625 Annafeld Parkway East

The board received Brad's special parking application for two 10-Minute Parking spots. Brad is requesting the 2 spots be diagonal right in front of the mail distribution room for Annafeld. It would serve around 900 people. Tracy spoke with Dennis today about the spots not being regulated regularly and that the cost to put in the sign would be on the McCall properties. Board members were not sure if this was private property or not.

- The board discussed who would pay for new signage / items with Special Parking Applications other than handicap spots other than the Parking division. The question is whether the property owner requesting the change should pay for it.

Next meeting March 13, 2024 @ 2:00 pm